SECRET

CONFIDENTIAL

MEMORANDUM   15 September 1950

TO   : Chief, Special Support Staff

FROM   : Finance Division

SUBJECT : Statement of Functions

Document No. _____ 20
No Change In Class. ☐
☐ Declassified
Class. Changed To: TS S Ⓒ
Auth.: HR 70-2
Date: 22-9-76 By: 30

1.   In accordance with your memorandum dated 22 August 1950, there is submitted below a brief statement of functions of the Finance Division and branches thereof.

2.   The function of the Finance Division is to administer the CIA confidential funds program under the direction and guidance of the Chief, Special Support Staff, the Budget Officer, the Executive, and the Director. This function includes the custody, safeguarding and accounting for funds and valuables, the accounting therefor in accordance with the Confidential Funds Regulations and the issuance of financial and statistical reports. Under policies of the

25X1A ███

3.   The functions of the component Branches within the Finance Division are as follows:

    (a) Certification and Liaison Branch

        Audit and certification of Headquarters and field station accounts and claims.

        Assist and advise Foreign Division with respect to financial aspects of covert activities.

        Supervise field finance activities and give specific instructions on problems peculiar to a given area, activity or situation.

        Initiate, develop and coordinate regulations, instructions and criteria on financial support functions.

        Administer specific financial support to covert agents, projects and activities.

        Devise and recommend financial standards for application to subsidy and proprietary projects and supervise compliance with requirements recommended by the ███████████ 25X1A mittee.

CONFIDENTIAL

SECRET

Maintain a system of correspondence and contact with all field and Headquarters activities using confidential funds.

Conduct training program with respect to financial concepts, procedures and techniques.

(b) Planning and Field Audit Branch

Devise and conduct a program of foreign field audit and inspection.

███████████████████████████████   25X1A

Review and recommend revisions to finance and control procedures.

Audit and reconcile Agent Cashier accounts.

Handle special audits and settlement cases.

Assist in the training of field personnel and in the correction of adverse conditions at field installations.

███████████████████████████████
███████████████████████████████
███████████████████████████████
███████████████████████████████   25X1A
███████████████████████████████
███████████████████████████████
███████████████████████████████

(d) Accounts Branch

Develops and maintains comprehensive accounting system for confidential funds.

Preparation of accounting and expense statements and reports for the Director and Operating offices.

Assists and advises operating officials with respect to allotments and obligation and availability of funds.

Processes, reconciles and records all financial transactions and accounts in journal and subsidiary ledgers.

25X1C

Maintains special accounts and records on ▓▓▓▓ funds.

25X1A

Performs special research and compilations of statistics as required.

(e) **Payroll, Travel and Allowances Branch**

Maintenance of individual pay and allowance records.

Maintenance of individual leave, retirement and tax records on each employee.

Briefing of employees with respect to pay, travel and allowances.

Maintenance of individual record of travel orders and claims.

Posting and audit of pay and allowance accounts.

Audit of travel claims.

Advice to individuals and all staff units with respect to problems on pay, allowances, and travel.

(f) **Disbursing Unit**

Acts as cashier for the payment of all Headquarters accounts by cash or check.

(g) **Registry Unit**

Maintains central file and registry. Receives and releases all incoming and outgoing correspondence and cables.

SECRET

- 4 -

(h) <u>Credit Union and Insurance Unit</u>

Effects collection, maintains records and issues reports of Life Insurance, Hospitalization Insurance, and Credit Union services rendered to covert offices. Processes claims in connection with insurance accounts.

4. The above statements of functions are brief, since it is our understanding that you want broad and general descriptive explanations. Factual elaborations of any of the functions can be quickly submitted, if desired.

                                   Deputy Chief, Finance Division   25X1A

VRT:kh